

MONROE COUNTY

JOB DESCRIPTION

Position Title: DIRECTOR OF CONSTRUCTION & PLANNING		Date: 9/23/99
Position Level: 12	FLSA Status: Exempt	Class Code: 12-9

GENERAL DESCRIPTION

Primary function is to oversee the construction operations and ensure construction is performed according to plans, specifications and contract documents. Conducts meetings and corresponds with contractors, architects and facility users as necessary. Serves as Liaison.

1. * Administrates Contracts.
2. * Management of the capital improvement plan.
3. * Develops master plans and performs space planning.
4. Project Observation
5. * Evaluates and inspects land and buildings for renovation and additions.
6. * Develop construction documents and specifications.
7. *Review with Government Agencies and coordinate with permitting agencies.
8. *Assists departments in reviewing and negotiating fees, contracts, etc.
9. * Plan review and coordination with architects and users.
10. Develop project programs.
11. Present project request to BOCC.
12. Mediator between the architect and the general contractor or unresolved issues.
13. Prepares change orders for contract amendments.
14. Prepares bid packages for construction contracts.
15. Prepares architectural drawings.

*Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: DIRECTOR OF CONSTRUCTION & PLANNING	Class Code: 12-9	Position Level: 12
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required.
<i>Experience:</i>	7 to 10 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Requires Fla. Driver's License and Florida Architect License desired.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

